How to use the online abstract submission system

Important information

- There is no limit to how many submissions you make. Please note that if you are submitting more than one abstract you must use the same login for each abstract. All your submissions will be listed on the front page.
- You can alter your abstracts at any time up to the deadline
- Do not include author names in the title or body of your abstract – you will be asked to enter the names and affiliations separately during the submission process.
- There is no sign out/close button in the system – you just close the page.
- If you have incomplete submissions – in addition to the completed one(s), the administrator will remove them after submission is closed.

NOTE: When pasting text in the text boxes, please use one of the two buttons on the toolbar to help paste text from Word or as plain text to make the word count correct.

---

1. The submission process

- Log in to the submission system when you have prepared your abstract, enter your email address and the password you chose when you registered with the system giving all your contact information.
- You will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you want to submit a new abstract you should click the link that says "Click here to submit a new abstract".
- Submitting an abstract is a multistep process. Each step asks several questions. Some questions are marked "required" and you will not be able to complete your submission until these questions have been answered.
- When pasting your abstract title and text onto the system, please use the paste buttons above each text box. The recommended way is to use the 'Paste as Plain Text' option.
- If you have to stop part way through the process your submission will be held in temporary storage until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission.

2. Amending a submission

You may wish to change your submission. You can do this at any time up to the deadline.
- Log in to the abstract submission system
- You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.
- When you reach the final step and press "Finish" you will be sent an email confirming that your abstract has been amended.

3. Submission questions

- *Full title of the abstract*: paste in the text box, max 50 words
- *Abstract text*: paste in the text box, max 250 words – use text only, no pictures, tables or graphics.
- *Affiliations*: list the universities or other institutions with which the authors/artists are affiliated (you can use dual affiliation)
- *Authors:* enter the names of all authors - including yourself if you are the author - in the order in which you wish them to appear in the printed text. Mark also the presenting author.
- *Choice of category*: choose the strand which best describes your submission.
- *Preferred means of presentation*: choose Oral, Poster or Either
- *Biography:* add 3-4 sentence biography of the presenting author, max 150 words. This is meant for the session chair. This question is optional.
- *Website:* give your permission to publish your abstract on the event website
- *Registration*: confirm that at least one author will register in full to attend and present the paper at the conference.
- *Award:* tick the box to enter for one of the student awards. This question is optional.

4. Queries

If you have any queries about the submission process or you want to withdraw an abstract please contact the conference office (congress@ulapland.fi).